



DEPARTMENT OF THE ARMY  
HEADQUARTERS AND HEADQUARTERS DETACHMENT  
82<sup>ND</sup> SUSTAINMENT BRIGADE TASK FORCE PROVIDER  
FORT BRAGG, NORTH CAROLINA 28310

REQUEST AND AUTHORIZATION FOR LEAVE/PASS

Requests for LEAVE/PASS will be submitted for the Commander's approval at least 14 days prior to the anticipated departure date for leave and 7 days prior for passes. This cover sheet, the most current LES, and DA Form 31 are required for this packet. All soldiers in the rank of SSG and below must sign in and out at the Staff Duty desk and carry a copy of the DA Form 31. All E-7 and above may call in to sign in or out.

REQUEST DATE: \_\_\_\_\_

PLT: \_\_\_\_\_

RANK/NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

CIRCLE ONE:

TDY | LEAVE | PASS | MILEAGE PASS

REASON: \_\_\_\_\_

START: \_\_\_\_\_ TOTAL # DAYS: \_\_\_\_\_ END: \_\_\_\_\_ DAYS ACCRUED: \_\_\_\_\_

LEAVE/PASS ADDRESS: \_\_\_\_\_

LEAVE/PASS PHONE #: \_\_\_\_\_

I understand I must sign in by midnight on the last day of leave. Failure to do so without proper authorization by the Chain of Command may result in UCMJ Action.

SOLDIERS SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

SECTION NCOIC: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LES: \_\_\_\_\_ ERB: \_\_\_\_\_ POV INSPECTION: \_\_\_\_\_ RISK ASSESSMENT: \_\_\_\_\_ TA50 INSPECTION: \_\_\_\_\_

FLAG YES/NO: \_\_\_\_\_ CLS: \_\_\_\_\_ DRIVERS TRAINING COURSE: \_\_\_\_\_ MEDPRO GO/NOGO: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

PLATOON SERGEANT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DA FORM 31: \_\_\_\_\_ DA FORM 4856: \_\_\_\_\_ PROFILE: \_\_\_\_\_ EST GO/NOGO: \_\_\_\_\_ ERB: \_\_\_\_\_

PT TEST GO/NOGO: \_\_\_\_\_ LAST PT TEST: \_\_\_\_\_ ROAD MARCH: \_\_\_\_\_ EST GO/NOGO: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

ORDERLY ROOM REP: \_\_\_\_\_ SIGNATURE/DATE RECEIVED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

FIRST SERGEANT: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_